

BCCA/EHS/EXP

PARENT HANDBOOK



Elnora F. Littleton

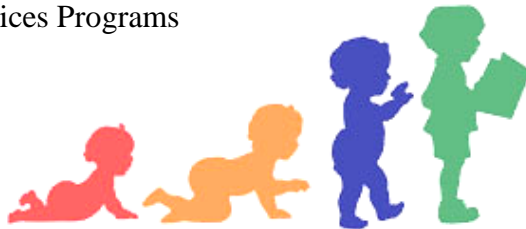
EXECUTIVE DIRECTOR





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MISSION STATEMENT

To continue the war against poverty; to serve families in the rural MS Delta.

To provide various services and opportunities.

To help low-income citizens (children & families) become economically self-sufficient.



Head Start

Bolivar County Head Start/ Early Head Start

FAMILY SERVICES CONTENT AREA

Dear Parents:







It is with great pleasure that we welcome you to the Bolivar County Head Start/ Early Head Start Family. Head Start believes that parents are the first and most important teachers of children. Because of that philosophy, we wish to partner with you in every way possible. Family engagement and school readiness are major drives of Head Start throughout the country. We look forward to continuing our well-known efforts of sharing ideas and information with you, all in the best interest of your children and families.

This booklet is a brief summary of useful information for Head Start Families.

Sincerely,

Family Service/ERESEA Director



| Social Work Code of Ethics The values and principles that guide social workers | | |
|---|---|---|
|  Service Our primary goal is to help people in need and to address social problems |  Social Justice We challenge social injustice |  Integrity We behave in a trustworthy manner |
|  Importance of Human Relationships We recognize the central importance of human relationships |  Dignity & Worth of the Person We respect the inherent dignity of worth of the person |  Competence We practice within their areas of competence and develop and enhance their professional expertise |

Family Service Staff

Ora M. Jackson, MSW, LCSW- Content Area Specialist

Case Managers/Workers

Case Managers

Teretha Mems, BSW, LSW- Billy J. McCain

Coretta Harris, BSW- Cleveland Center

Tierra Brown MSW - Cleveland Center

Tya Shorter BSW, - Cleveland Center

Rehoma Spivey, BSW - Rosedale

Cheniqua Robinson, BSW – Shaw

Juan Rivera – Educational Coach/Male Involvement Coordinator

Felicia Chambers – Processor/Administrative Assistant

Listed below are several terms that Head Start parents see often. Please review them. It will help you understand your role and rights as Head Start parents.

Glossary Terms

| | |
|----------------------------------|---|
| ACF: | Administration for Children and Families, a division of the Department of Health and Human Services that oversees HS/EHS programs |
| Community Assessment: | A study and review of the services and resources of the local community |
| Community Representative: | People from the local community representing other services agencies who serve on the Policy Council |
| Head Start Parent: | (1) The biological mother or father of the child enrolled in the HS/EHS program (2) the person or family member who is legal guardian of the child enrolled in the program (3) the foster parent of the child enrolled in the program (4) the adoptive parents of the child enrolled in the program |
| Parent Activity Fund: | The federal funds designated in the HS/ EHS budget to be used by and for parents on activities that they plan and approve themselves within federal regulations. |

Parent Committee:

An organized group of parents of children currently enrolled in each local Head Start center that works with the local HS/EHS.

Head Start Program Performance Standards (PPS):

This document outlines the rules and regulations that every Head Start or Early Head Start program must follow. In addition to explaining the roles of the parents in the program, the PPS list guidelines for education and health services, community and family services, and program management.

Policy Council:

A group that works in partnership with key management staff of the HS/ EHS program. The group is made up of Community Representatives and parents of children enrolled in the program. More than half of the Council's members must be parents of currently enrolled children. Parents are elected each year and serve one-year terms. No members may serve more than (5) one-year terms.

Annual Self-Assessment: A review of the operations of the HS /EHS program.

Make A Difference



We urge all parents and other community persons to please volunteer in the centers as often as you can. You are always welcome in the centers. You may come to assist as a volunteer or to observe the center or classroom activities. Our only request is that you always go by the Center Director's Office before entering a classroom.



MALE INVOLVEMENT

Fathers and other male roles models (significant males) who are involved in a child's life help build a child's self-esteem & values and helps a child do better in school. We welcome all fathers, uncles, big brothers, grandfathers, and any other significant male figures, to come and be a part of the Head Start experience with your significant child. A male involvement committee will be organized at each center.

CHILD ABUSE/NEGLECT and CORPORAL PUNISHMENT

We must inform you that we are mandated by law to report to the Child Protective Services (CPS) **any suspicion detected of child abuse or neglect**. You will be informed if we have to make a report to CPS.

No child may be disciplined in the Head Start classroom by means of corporal punishment, withholding of meals, or isolation.

All staff are trained annually on Child Abuse and Neglect Procedures/Expectations.

DISCIPLINE AND GUIDANCE

(The following procedures as stated in the Mississippi State Child Care Regulations are also adhered to by all employees.)

113.01 Prohibited Behavior

1. Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities.
3. Abusive or profane language.
4. Any form of public or private humiliation, including threats of physical punishment.
5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of caregiver), or corrupting a child.
6. Use of any food product or medication in any manner or for any purpose other than that for which it was intended.
7. Inappropriate disciplinary behavior includes, but is not limited to, putting soap or pepper in child's mouth.
8. Any acceptable disciplinary action that is not age- appropriate for the child or is excessive in time or duration.

STANDARDS OF CONDUCT

(Each Head Start/ Early Head Start employee is trained on these Standards of Conduct. They are required to sign a statement verifying they have received this training.)

Policy: It is the policy of the Bolivar County Head Start/ Early Head Start Program that staff, consultants, and volunteers conduct themselves in a manner that promotes professionalism, confidentiality, appropriate early childhood education practices and positive methods of child guidance and discipline.

Procedural Application:

1. Staff, consultants, and volunteers will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity; culture, religion, or disability;
2. Staff, consultants, and volunteers will follow program confidentiality policies concerning information about children, families and other staff members;
3. Staff, consultants and volunteers will not leave a child alone or unsupervised while under their care;
4. Staff, consultants, and volunteers will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation;
5. Staff, consultants and volunteers will not employ -methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs;
6. Employees engaged in the award and administration of contracts or other financial awards will sign a statement acknowledging that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors; and
7. Employees, consultants, and volunteers will adhere to the agency's "Procedures for identifying and reporting suspected child abuse and neglect".

Parents & Visitors Code of Conduct

These standards apply to all parents/guardians, volunteers, visitors and others when participating in any parent engagement activities and/or when they are on the grounds of the program.

- **Do not use phones on the grounds without prior approval from the Center Director.**
- **Do not take photos of anyone's children without approval from the Center Director.**
- **Do not use any profanity or vulgar language while on the premises.**
- **Do not bring any drugs or alcohol on the premises.**
- **Do not come in the smelling like marijuana smoke or alcohol. We do not want this around the children or staff.**
- **Do not bring any form of weapons on the premises.**
- **Please refrain from any arguments or altercations with others on the premises.**

We should all be able to communicate respectfully with each other even if we have to agree to disagree.

If a parent/guardian, volunteer, visitor, or others violate the code of conduct, the following will be enforced:

- **Remove all parents/guardians, volunteers, visitors, etc. from the building.**
- **Report the incident to the Executive Director and other administrators immediately.**

- **Call the local law enforcement agency or the county's Sheriff department.**
- **If appropriate, file chargers with the county's justice court.**
- **Report the incident to the licensing agency – Mississippi Department of Health Regional Office.**
- **Report the incident to the Region IV Program Specialist.**
- **Provide mental health counseling for children, staff, and families if needed.**

If staff is involved, they will be reprimanded according to the Personnel Policies and Procedures that are in place.

BCCAA Head Start /Early Head Start/Early Head Start Expansion Parent Grievance Procedures

Every attempt will be made to resolve an issue that a parent may have with any program employee or procedure. If the parent is not satisfied with the outcome of their response from the center level via meeting or conversation with the Center Director, he or she may request a meeting with the central office administrative staff. Grievances regarding Head Start/Early Head Start/Early Head Start Expansion (HS/EHS/EHSE) child development procedures will be referred to the Education Director. Grievances regarding the other parent issues will be referred to the Family Services/ERSEA Director. All other grievances filed will be directed to the Department Director involved. Other administrative staff will be requested to attend depending on what the grievance is about.

When a grievance is filed by a parent an interview/conversation with the Center Director will be scheduled within 2 working days. If the issue is not resolved after the conversation, a meeting will be scheduled within 5 days of the conversation between the parent and the Center Director. A notice of the Grievance Review date will be sent/given to the parent. The parent does have the right to request another date if the one initially set is inconvenient for them. Attendees will be the parent, other support persons the parent chooses, Education and or Family Services/ERSEA Director and any other pertinent staff members from the center or Central office.

If the issue/complaint is not resolved at the above-mentioned step, the complaint will be reviewed by the administrative staff and appropriate action will be taken.

Notice of this action will be mailed to the parent within 5 working days. Should the parent wish further review, all documents pertaining to the grievance will be forwarded to the BCCAA Executive/Head Start Director with a request for review by the appropriate committee of the HS/EHS/EHSE Policy Council and the BCCAA Board of Directors if necessary. Actions taken by the Policy Council and/or Board of Directors will be considered final by the agency.

Bolivar County Head Start/Early Head Start Education Content Area



Fanesia Johnson,
Early Head Start Director/Education Content Area Specialist
Lena Hampton, Lead Education Coach
Juan Rivera, Education Coach
Rose Smith, Education Coach
April Tucker, Education Clerk

Curriculum and Assessment

BCHS/EHSP utilizes Learn Every Day, the Preschool Curriculum, The Creative Curriculum for Preschoolers and The Creative Curriculum for Infants, Toddlers, and Twos. Each curriculum framework is designed for planning and implementing a developmentally appropriate program for its Head Start and Early Head Start enrollees that encompasses children's social, emotional, physical, cognitive and language development and the characteristics and experiences that make each child unique.

BCHS/EHSP recognizes parents as the primary educators of their children. Through this effort, shared communication between parents, teachers and administrative staff are planned frequently through home visits, parent/teacher conferences, phone calls, notes, parent committee meeting and school readiness education county wide committee meetings.

An ongoing child assessment is implemented which includes observations, informal and formal screenings. Head Start utilizes the **LAP-D Screener** instrument for screening children ages 3 – 5 years of age. Early Head Start utilizes the Ages and Stages Screener tool that identifies infants and young children whose social and emotional development requires further evaluation to determine if referral for intervention services is necessary. The Learning Accomplishment Profile Birth-Kindergarten (LAP-B-K) and Early Learning Accomplishment Profile (E-LAP) assessments are utilized for the purpose of ongoing assessing, record keeping, tracking progress and instructional planning. The child assessment is in alignment with national and state standards. The Head Start Child Outcomes Framework is grounded in a comprehensive body of research about what young children should know and be able to do to succeed in school. It describes how children progress across key areas of learning and development and specifies learning outcomes in these areas. The Domains are broad areas of early learning and development from birth to 5 years that are essential for school and long-term success. The central domains are: ■ **Approaches to Learning** ■ **Social and Emotional Development** ■ **Language, Communication, and Literacy** ■ **Cognition** ■ **Perceptual, Motor, and Physical Development**.

The Education Department shall provide for:

1. A SUPPORTIVE SOCIAL AND EMOTIONAL CLIMATE WHICH:

- A.** Enhances the child's understanding of him/herself as an individual and his/her relationships with others. This is done by providing individual, small and large group activities.
- B.** Gives the child many opportunities for success through program activities.

2. DEVELOPMENT OF INTELLECTUAL SKILLS BY:

- A.** Encouraging the child to solve problems, initiate activities, explore, experiment, question and gain mastery through learning by doing.
- B.** Promoting language understanding and use in an atmosphere that encourages easy communication among children and adults.
- C.** Working toward recognition of symbols for letters and numbers according to the individual developmental level of the child.
- D.** Providing a balanced program of staff-directed and child initiated activities.

3. PROMOTION OF PHYSICAL GROWTH BY:

- A.** Providing adequate indoor and outdoor space, materials, equipment and time for children to use small and large muscles to increase their physical skills.

Our school readiness plan is to provide a framework for the alignment of the written, taught, and assess curriculum in an effort to ensure that children are ready for school.

Our daily activities are geared to meet the needs of each child enrolled in our program. They are developmental in nature and designed to affect the child's motivational skills. We believe that preschool children learn by doing. Our philosophy is to develop the whole child physically, mentally, socially and intellectually, while keeping in mind the respect of the worth and dignity of each child.

All supporting services are essential and utilized to provide comprehensive services to our children while taking into account the social differences in our children. We ensure that we do all that is necessary to foster the growth of a positive self-image, creativity and initiative in each individual student.



WHAT CHILDREN DO

Awareness:

- Experience
- Acquired an interest
- Recognize broad parameters
- Attend
- Perceive

Exploration:

- Observe
- Explore Materials
- Collect Information
- Discover
- Create
- Figure out components
- Construct own understanding
- Apply own rules
- Represent own meaning

Inquiry:

- Examine
- Investigate
- Propose explanations
- Focus
- Compare own thinking with that of others
- Generalize
- Relate to prior learning
- Adjust to conventional rule systems

Utilization:

- Use the learning in many ways; learning becomes functional
- Represent learning in various ways
- Apply learning to new situation
- Formulate new hypotheses and repeat cycle

WHAT TEACHERS DO

Create the Environment
Provide opportunities by
Introducing new objects, events, and people.
Invite interest by posing question.
problem or question.
Respond to child's interest
or shared experience.
Show interest, enthusiasm

Facilitate
Support and enhance exploration
Provide opportunities for
active exploration.
Extend Play
Describe child's activity
Ask open-ended questions- "What
else could you do?"
Respect child's thinking and rule systems
Allow for constructive error

Help children refine understanding
Guide children, focus attention
Ask more focused questions – "What
else works like this?" "What happens if...?"

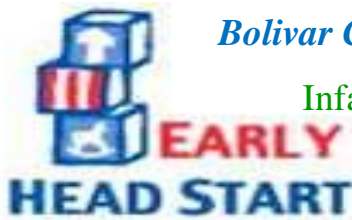
Provide information when requested -
How do you spell...?" Help children make connections

Create vehicles for application in real world.
Help children apply learning to new situations. Provide
meaningful situations in which to use learning

Bolivar County Head Start Program Daily Schedule

~ Education Department~

| Time Period | ~ Activities~ |
|--|---|
| 7:30 a.m. 8:00- 8:30 | Teacher Arrival Arrival / Greetings of children/ Check Children |
| 8:30-9:15 9:15-9:35 | Breakfast and Clean -up Morning Meeting/ Songs, Nursery Rhymes, Finger Plays Chart: Roll Call |
| 9:35-10:30 | * Literacy and Language Skill Development Implementation of learning activities of mastery/ Skill Concept *Approaches to Learning Implementation of learning activities of mastery of Child Outcome (Learning Centers) |
| 10:30-11:30 | * Physical Development (Outdoor activities) (Indoor gross motor activities) *3 yr. old 10:30-11:00 * 4 yr. old 11:00-11:30 |
| 11:30-12:30 | Lunch Clean – Up / Toileting / Tooth Brushing |
| 12:30-1:00 | * Development in Numeracy& Science * Cognitive & General Knowledge * Social and Emotional |
| 1:00-1:30 | * Outdoor time (free play) |
| 1:30-2:15 2:15 – 2:30 | * Rest Time Wake-up/ Snack/ Clean-up |
| 2:30-3:00 | Review/ Prepare for Dismissal |
| 3:00-3:30 | Teacher Planning / Departure |



Bolivar County Early Head Start Program

Infants/Toddlers Daily Schedule

Early Head Start

**** All infants and toddlers have their own unique, individualized schedule which is given to parents daily on the infant/toddler gram. The schedules offer toddlers a feeling of needed routine and gives parents a sense of what their child doing during the day. We cater to each child's eating, diapering/toileting, playing and sleeping needs on an individual basis.**



Bolivar County Early Head Start Program

~Education Department~



| <i>Time Period</i> | <i>~Activities~</i> |
|--|--|
| <i>7:00-7:30</i> | <i>Teacher Planning</i> |
| <i>7:30-8:15</i> | <i>Arrival/Greetings of children and parents and Health Check of Children</i> |
| <i>8:15-9:35</i> <i>8:30 a.m.-</i> <i>Breakfast</i> | <i>Breakfast / Morning Routines</i> <i>Transition from Breakfast (Handwashing/Toilet/Diaper Changes</i> <i>Toothbrushing) Learning Activities</i> <i>* Feed Children & Rest Times as Needed (Individualize)</i> |
| <i>9:35 – 12:00</i> <i>*11:30 a.m.-</i> <i>Lunch Served</i> | <i>Small Group/ Large Group Activities(Handwashing/Toilet/Diaper Changes</i> <i>Outdoor Activities (1 Hour-Early Head Start)</i> <i>Outdoor Activities (30minutess-Expansion)</i> <i>Prep Lunch</i> <i>* Feed Children & Rest Times as Needed (Individualize)</i> |
| <i>12:00 -2:15</i> | <i>Transition from Lunch (Hand Washing/Toileting/Diapering Changing to</i> <i>Brushing Teeth</i> <i>Rest Time</i> |
| <i>2:15 – 3:00</i> <i>EHS Departur</i> | <i>Wake up and Cuddle Time</i> <i>Transition for Snack (Hand Washing/Toilet/Diaper Changes)</i> <i>Small/Large Group Activities</i> <i>***Intentional Teaching Cards</i> <i>(Hand Washing/Toilet/Diaper Changes/Rinse Teeth)</i> <i>Greeting of Parents/Sharing of Information Concerning Child</i> <i>Infant/Toddler Gram Given</i> |
| <i>EXTENDED I</i> | |
| <i>3:30-4:00</i> | <i>Small/Large Group Activities Transition from Indoor Activities</i> <i>(Handwashing/Toilet Diaper Changes)</i> |
| <i>4:00-5:00</i> | <i>Outdoor Activities (30 minutes-Expansion)</i> <i>Transition from Outdoor Activities (Handwashing/Toilet/Diaper Changes)</i> |
| <i>5:00-5:30</i> | <i>Departure Greeting of Parents/Sharing of Information Concerning</i> <i>Child Infant/Toddler Gram Given</i> |

Infants/ Toddlers Daily Schedule

**** All toddlers have their own unique, individualized schedule which is given to parents daily. The above schedule offers toddlers a feeding of needed routine and gives parents a sense of what their child is doing during the day. We cater to each child's eating, diapering/ toileting, playing and sleeping needs on an individual basis.**

Head Start Monitoring Tool: Classroom Assessment Scoring System (CLASS)

The Classroom Assessment Scoring System (CLASS) is an observational instrument used to assess classroom quality in the classroom. The CLASS is used to reliably assess classroom quality for research and program evaluation and it provides a tool to help new and experienced teachers become more effective.

CLASS RELIABLE ASSESSORS

There are several CLASS Reliable Assessors for Head Start (Education Administrators, Center Directors, and All Teaching Staff).

Early Head Start Monitoring Tool: The Pyramid Infant-Toddler Observation Scale (TPITOS)

The Pyramid Infant Toddler Observation Scale (TPITOS) is an assessment instrument designed to measure the fidelity of implementation of practices associated with the Pyramid Model in infant and toddler care settings. The purpose of the TPITOS is to provide a classroom snapshot of the caregiver/child interactions, behaviors and classroom environment.

Teaching Staff Credentials:

- All Teachers have either Master or Bachelor Degree in Early Childhood Education. All Teacher Assistants have either a Bachelor or Associate Degree in Early Childhood Education or Related Field. Teacher Aides have at least high school diploma.
 - Caregivers most have a Bachelor or Associate Degree in Early Childhood Education or Child Development Associate (CDA). Floaters most have an Associate Degree in Early Childhood Education or Child Development Associate (CDA)
-

Health Services Content Area



“A child must be healthy in order to learn”



Jacqueline Skinner- Content Area Specialist

About Health Services

The Health Services Department has Performance Standards in place to promote medical, dental, nutritional, and mental health. The Health Services Department provides comprehensive services and sources of care that are easily accessible, with our focus being prevention and treatment. Through routine physicals and screenings, dental examinations, and making sure that our children are up-to-date on immunizations. We can keep our children healthy.

One of our goals is to teach our children to be aware of their own health. Nothing that Health Services does for our children will have long-term effectiveness if our parents do not become involved in the services that we provide. We, Health Services, invite our parents to attend the physical and dental examinations and screenings. Be present at any follow-up visits that may be necessary. Parental involvement is a key to our success.

Health Services works in conjunction with all Head Start departments, teachers, parents, as well as the community to ensure that our children have: nutritious food to eat, safe playgrounds, interactive classrooms, and support and access to care.

Please feel free to stop by the center or central office anytime if you have questions or comments. We are here to meet the needs of parents and their children. We have time.

Health Services Assistants

| | |
|------------------------------|-----------------------------|
| Dorothy Gooden HS/ EHS (BJM) | LouFeya Howell (CL-1) |
| Tisha Farmer HS/EHS (CL 2) | Sandra Green H/SEHS (RO) |
| Panolia Faust (CL-3) | Melody Phillips HS/EHS (SH) |

Immunizations

Each child entering the Head Start program must have a Form 121 from the Health Department on file to show updated immunization by the state and Center for Disease Control. If your child receives a vaccine, they must remain at home for that day.

Purpose of Immunizations

Vaccines work by preparing the body to fight illness. Each immunization contains either a dead or a weakened germ (or parts of it) that causes a particular disease. The body fighting the disease, by making antibodies, recognize specific parts of that germ. This permanent or longstanding response means that if someone is ever exposed to the actual disease, the antibodies are already in place and the body knows how to combat it and the person doesn't get sick. This is called immunity.

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.
- Signs of a severe allergic reaction can include hives, swelling of the face and throat, and difficulty breathing. In infants, signs of an allergic reaction might also include fever, sleepiness, and disinterest in eating. In older children signs might include a fast heartbeat, dizziness, and weakness. These would usually start a few minutes to a few hours after the vaccination.



Administration of Medication

The BCHP will not deny or exclude admission of any child on the basis of his/her health care needs or medication requirements.

The following procedures have been established regarding the administration of medication for any Head Start child who is required to receive medication during regular school hours.

Written permission must be provided by the parent/guardian requesting that the medication be given at the center according to the physician's order.

ALL medication brought to the center must be in its original container, appropriately labeled by the pharmacy. The container must have the child's name, physician's name, name of medication, and dosage instructions.

The parent/guardian shall provide an appropriate tool for measuring and administering the medication, such as medication cups and droppers/syringes. Tablespoons or teaspoons are not appropriate tools for measuring medicine and will not be accepted.

Non- prescription medications such as aspirin, cough syrup, Tylenol, Motrin, Benadryl, etc., will not be administered unless a written order is received from the attending physician.

Any child receiving medication which causes drowsiness shall not be permitted to attend Head Start.

Parents/guardians may be permitted to come to the center and administer prescribed medication to their child. The first daily dose of all prescribed medication shall be administered AT HOME by the parent/guardian.

During COVID-19 all providers (dental, physical, and vision) will travel to each center to provide health services to the children enforcing safety precautions while social distancing.

Short – Term Exclusion

Most children with mild illnesses can safely attend Head Start. However, there are certain health conditions for which exclusion for a short period of time may be necessary. Parents are instructed to keep their child at home if the child has any of the items listed below. If a child is at school and is found to have any of the items listed below, the child will immediately be sent or taken home.

A child may be too sick to attend if:

- The child does not feel well enough to participate comfortably in classroom activities.
- The staff cannot adequately care for the sick child without compromising the health and safety of the other children.
- The child has any of the following symptoms (unless a health provider determines that the child is well enough to attend and the illness is not contagious):
 - **Fever** (above 99.4 auxiliary or 100.4 orally) accompanied by behavior change and other signs or symptoms of illness (the child looks and acts sick):
 - **Signs and symptoms of possibly severe illness** (persistent crying, extreme irritability, uncontrollable coughing, difficulty breathing, wheezing, lethargy, etc.);
 - **Diarrhea:** Changes from the child's usual stool pattern (increased frequency of stools, loose or watery stools, or child can't get to the bathroom in time);
 - **Vomiting:** More than twice in the previous 24 hours;
 - **Mouth sores** with drooling;
 - **Rash** with a fever or behavior change.

- The child has any of the following diagnoses from a health provider (until treated and/or is no longer contagious):
 - **Infectious conjunctivitis/pink eye** – until 24 hours after treatment started;
 - **Scabies, head lice, or other infestation** – until 24 hours after treatment and free of nits;
 - **Impetigo** – until 24 hours after treatment started;
 - **Strep throat, scarlet fever, or other strep infection** – until 24 hours after treatment and the child is fever free
 - **Pertussis** – until five days after treatment started.
 - **Tuberculosis** – until a health care provider determines that the disease is not contagious
 - **Chicken pox** – until six days after start of rash or all sores have crusted over
 - **Mumps** – until nine days after start of symptoms (swelling of “cheeks”);
 - **Hepatitis A** – until seven days after start of symptoms (e.g., jaundice);
 - **Rubella** – until six days after start of rash;
 - **Oral herpes** (if child is drooling and lesions cannot be covered) – until lesions heal;
 - **Shingles** (if lesions cannot be covered) – until lesions are dry;
 - **Tinea (any form)** – until seven days after treatment started;
 - Any other diagnosis in which the health care provider recommends short-term exclusion.

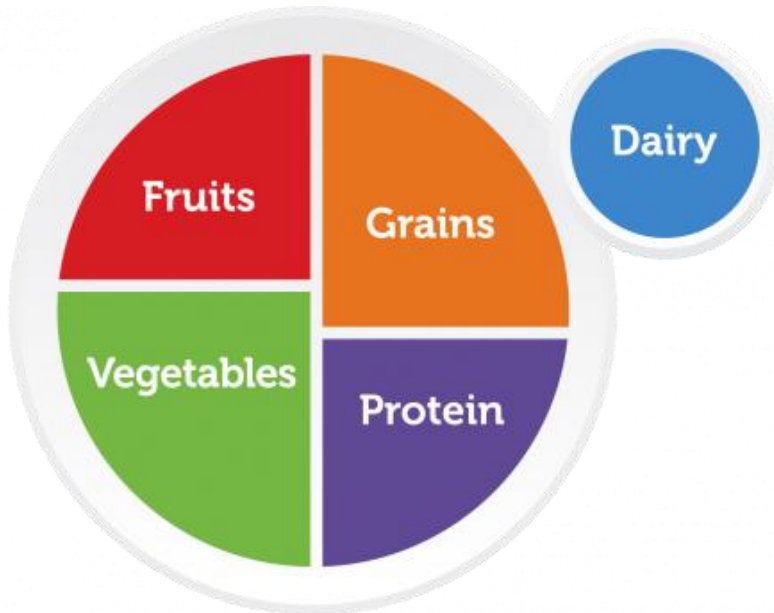
PROCEDURE:

1. During the parent orientation and/or center parent meetings, the Health Services Director will inform parents of the Short-term exclusion policy.
2. The appropriate staff member still screens for the above listed items during the Daily Health Check.
3. Any child found to have any of the above listed items; the “Illness in the Classroom” policy and procedure will be followed.

Nutrition Content Area

Joyce Lowry (Content Area Specialist)

April Tucker (Nutrition Clerk)



Billy J. McCain

Estella Rogers (Manager)

Debbie Mitchell (Assistant Manager)

Cleveland Center # 1

Dorothy McGee (Manager)

Timmie Jennings (Assistant Manager)

Cleveland Center # 2

Wanda Holmes (Manager)

Samantha Cameron (Assistant Manager)

Cleveland Center # 3

Sherryette Jones (Manager)

Sharron Johnson (Assistant Manager)

Rosedale Center

Doris Williams (Manager)

Maxine Williams (Assistant Manager)

Shaw Center

Gloria McGee (Manager)

Claudina Robinson (Assistant Manager)

NUTRITION

Head Start nutrition services assist families with meeting each child's nutritional needs and in establishing good eating habits that nurture healthy development and promote lifelong well-being. The nutritional services are provided to meet ½ to 2/3 of the USDA recommended daily dietary allowance in a safe and sanitary manner each day. This includes a nutritious breakfast, lunch and snack. A variety of food is served, which broadens each child's food experiences.

- Meals are served in a pleasant environment
- Food related activities enhance each child's social, emotional, cognitive and physical skills and abilities
- Parents are involved in training sessions and other activities to enhance their knowledge of food preparation and other nutritional skills
- Snack time is used to introduce a new food
- No food is offered as a punishment nor reward

| | Meal Patterns | |
|---------------------------------|------------------------------------|-------------------------------------|
| BCHS BREAKFAST | BCHS LUNCH | BCHS SNACK |
| SERVING TIME: 8:30am– 9:00am | SERVING TIME: 11:30am – 12:00pm | SERVING TIME: 2:00pm – 2:15pm |
| | | |
| 1/2c FRUIT OR JUICE | 1-1/2oz MEAT OR MEAT ALTERNATE | (2 OF THE 4) |
| ½ SLICE OF BREAD OR | 1/2c FRUIT AND/OR VEGETABLE | 1/2c FRUIT OR VEGETABLES |
| 1/3c CEREAL COLD/DRY | ½ SLICE OF BREAD | ½ SLICE BREAD OR BREAD ALTERNATE |
| 1/4c HOT COOKED CEREAL & | 1/2pt MILK | |
| 1/2pt MILK | | |

NOTE*Water is offered at all meals when other beverages are offered to encourage children to drink WATER.

Disability Services



“See the Able, Not the Label”

BCHP IS PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE OR DISABILITY

Disability Services are provided to children who have disorders, delays, and impairments. Children who are suspected of having a disability, who exhibit a disability, or have been diagnosed, and whose learning is directly affected are eligible for services. Bolivar County Head Start partners with our local LEA such as, Cleveland School District, West Bolivar Consolidated School District, North Bolivar Consolidated School District, Shaw, Early Intervention/First Steps, and Delta Health Center in an area wide child find to locate, identify, and provide services to children in Bolivar County who need services and are eligible to attend Head Start. We reserve at least 10% of our yearly enrollment slots for children with disabling conditions in the following areas:

**Health Impairments
Emotional/Behavior Disorders
Speech Language Impairments
Hearing Impairment/Deafness
Orthopedic Impairment/Blindness
Learning Disabilities
Autism
Developmental Delays
Other Impairments**

Supports Provided:

- ❖ Students are assessed and observed across different settings; behavior plans are developed and written with research-based strategies; progress towards meeting their goals are monitored; and progress reports are maintained.**
- ❖ Parents are provided strategies to reduce their stress; agency and community resources are communicated to the parents; and strategies to promote student learning and positive behaviors in the home are provided to the parents.**
- ❖ Community members are provided strategies to reduce stress and knowledge of agency and community resources.**

- ❖ Staff members are provided strategies to reduce stress in the workplace and personally.
- ❖ Center-based staff are provided trainings and research-based strategies to use with students with behavioral problems.

Promoting Resilience:

Adding another level of support for the students, parents, staff, and community members, the Bolivar County Head Start Program promote resilience among all the stakeholders. Emphasis is placed on enhancing the mental, emotional, behavioral, and educational well-being of everyone by building relationships and providing quality services.

Bolivar County Head Start has created “The BCCAA Connection” which is a monthly newsletter that is distributed to all our stakeholders (i.e., parents, staff, community members, etc.) with different resources highlighted, upcoming events, and strategies to help develop good and positive habits and behaviors.

Our Mission is to provide a comprehensive developmental program for children through a wide variety of learning experiences. These experiences are designed to foster emotional, intellectual, social, psychological, and nutritional growth. Head Start further enhances its program with friendly services of nutritional, comprehensive health care, educational, mental health, family services and community partnerships.

Dondolyn Haynes, LSW, M.Ed.
Special Services Director

**Facility/Transportation
Content Area**



Leanna Thompson
Facility/Transportation Specialist

Bolivar County Head Start

Transportation General Rules & Regulations

Parent or children receiving transportation have the following responsibilities:

Parents or an adult must accompany child to and from the bus.

Your child is scheduled to be picked up approximately the same time every day after the bus route has been established. Your child must be ready when the bus arrives. The driver will blow the horn and wait for one (1) minute. The child is to be brought to the bus.

Parents must be home to receive child.

There must be a responsible adult who is listed on the “Student Release Agreement” to receive your child if you are not home. Your child will not be released to persons that are not on the “Student Release Agreement”, the child will be returned to the center. Every effort will be made to contact you or the designated emergency person(s) to come and pick up your child, if these efforts fail the Sheriff or Police Department will be contacted and arrangements will be made for your child to be referred to or taken to The Department of Human Services.

Parents must not permit child to have items on the bus.

Example: Sharp objects, toys, food, medicine, money, etc.

Parent must have child ready when the bus arrives.

- Due to the large number of children being transported, it is imperative that children be dressed and ready when the bus arrives.
- No one will come to the door
- If a child misses the bus two (2) consecutive days without notifying the center, the bus will not return until the parent calls the center.

If a child misses the bus it is the parents/guardian's responsibility to arrange transportation to the center.

If the Bus has a fixed route providing transportation from bus-to-bus stop. However, in some instances there may be a need to use an Alternate Bus Route.

- Parent/guardian brings a child to the center, please ask the staff to notify the bus driver/bus monitor of the child being put on the bus in the afternoon.

Parents should call the center when child will not be attending class.

Center Directors should be notified a day in advance if the child will not be attending class. This eliminates unnecessary stops and helps staff to maintain the time schedule.

Parents must notify the Center when a child is ready to return to school.

The Center staff will notify the bus driver. Transportation will not resume until notification has taken place.

Emergency Information Form

All information on your child's Emergency Information Form must be kept current. Names can be added or dropped by contacting the Family Services Case Manager at your child's center. The bus driver and bus monitor can never release a child to someone who is not on your child's Emergency Release Form.

Parents "Needs to Know" rules for the Center

Do not bring your child out to board the bus if he/she is ill. If you want your child to go to a different address, the address must be on the "Student Release Agreement" and you must send or bring a written notice to the center by 2:00pm.

Calls will not be accepted.

- No cars inside the parking lot from 8:00 am to 8:30 am and from 2:45 pm to 3:15 pm. If you are bringing your child to school please do not park inside the gate or block the parking lot or gate.
- If you are picking your child up in the afternoon, please do so by 3:00pm.
- Only children attending Full Day/Full Year are to arrive before the regular school hours. Regular hours are 8:00am to 3:00 pm. If you must go to work before the bus can transport your child, you should notify the Center Director and we will assist you in providing services.
- We do not automatically take a child to a second address, if you are not home when the bus arrives in the afternoon and did not bring a written notice in by 2:00pm, your child will be returned to the Center. Every effort will be made to contact persons on your Emergency Form. If no one can be contacted we will follow the procedures outlined in number 2.
- Parents should notify the center a week in advance of moving.
- If you transport your child/children to or from the center, you must bring your child/children inside and sign them into the center and you must come inside and sign them out from the center. You may not put them out of the car and leave. The form to be signed includes the following statement:

I, do hereby acknowledge the child/ren is/are in good health, without any complaints of pain, etc. I, being the individuals receiving the child/ren, hereby do take sole responsibility of this/these child/ren; thereby, releasing the Bolivar County Head Start Program of all responsibilities of this/these child/ren.

Reasons The Bus May Be Running Late

- One bus making two (2) bus routes. (possibility one driver due to illness)
- Mechanical breakdown on the bus route
- Weather conditions (heavy rain, icy roads, etc.)

Communication

All parents are encouraged to help us make this an outstanding year. If you have any questions or problems, please contact the Center Director.

Daycare and Babysitters

It is the responsibility of each parent to notify the daycare provider or babysitter regarding all Rules and Regulations of the Bolivar County Head Start Transportation Program.

Alternate bus Routes (or stops) are those roads or street stops which our buses will temporarily service in lieu of normal roads or streets due to adverse weather or street conditions. The affected roads or streets tend to create particular challenges for bus travel and/or bus turnaround when these adverse conditions exist.

All Bolivar County Head Start Centers will have alternate bus routes. The addresses listed on the Student Release Agreement will serve as alternate pick-up drop-off locations for each affected child. Families who live on affected roads/streets will know that the alternate bus route is changed for the adverse condition time only.

The time schedule will be approximately the same time the bus would normally pick-up or drop-off your child unless the adverse condition takes the bus off course on a longer bus route. Please remember the addresses given on the Student Release Agreement will determine how far off course the buses will travel to these addresses.

All children must be at the center NO LATER THAN 9:00 a.m. Transportation is not provided for Early Head Start Program; therefore, parents are to make sure their child(ren) are picked up ON TIME.

DROP OFF & PICK UP RULES FOR HEAD START, EARLY HEAD START, EXPANSION, & EXTENDED DAY PARENTS

Hours for **Early Head Start** are from 8:00 a.m. until 3:00 p.m. Hours for **EHS Expansions** are from 7:30 a.m. until 5:30 p.m. When children have to stay longer (after 3:00pm.- ESH/ 5:30 p.m.-EHS Expansion), it results in the child's caregiver staying later and requiring overtime pay, which the agency cannot afford. Parents will be required to sign a commitment from authorizing they understand these procedures. Failure to pick child(ren) up on time on a consistent basis, with NO MORE THAN TWO late pickups could result in child(ren) being dropped from the program.

Parents are expected to pick children up within 30 minutes from the time they are scheduled to get off work (schedules are to be submitted to Family Service Case Managers at enrollment). The latest time a child should be picked up is 5:30 p.m.

Billy J. McCain Center

Felecia Strotter, Director
5230 HWY 61 N
Mound Bayou, MS38762
Phone: 662-741-2178
Fax: 662-741-2758

Cleveland 3

Paige Smith, Director
1410 HWY 8 West
Cleveland, MS38732
Phone: 662-843-4526
Fax: 662-846-7580

CL-3 ANNEX: 2nd location

506 N. Chrisman
Cleveland, MS38732
Phone: 662- 843-6403

Cleveland 1

Vivian Bady, Director
924 Pearl Street
Cleveland, MS38732
Phone: 662-846-1553
Fax: 662-843-8132

Rosedale Center

Rochelle Armstrong, Director
5001 HWY 1 South
Rosedale, MS38769
Phone: 662-759-6801
Fax: 662-759-6637

Cleveland 2

Tracey Sanders, Director
1105 Bell Avenue
Cleveland, MS 38732
Phone: 662-846-6864
Fax: 662-846-6673

Shaw Center

Nettie Nailer, Director
516 Faison Street
PO Box 423
Shaw, MS38773
Phone: 662-754-3682

***PLACES TO TAKE SHELTER IN CASE OF A TORNADO FOR
BOLIVAR COUNTY HEAD START CENTERS***

Bolivar County Head Start

Evacuation/Emergency

| <u>CENTER</u> | <u>PLACE</u> | <u>PHONE#</u> |
|-----------------|------------------------------|---------------|
| Billy J. McCain | BJM Head Start | 662-741-2178 |
| Cleveland # 1 | Old St. Phillips M.B. Church | 662-846-6007 |
| Cleveland #2 | United Baptist Church | 662-843-3130 |
| Cleveland#3 | CL-3 Head Start | 662-843-4526 |
| #3 Annex | CL-3 Annex | 662-843-6403 |
| Rosedale | Rosedale Head Start | 662-759-6801 |
| Shaw | Shaw Head Start | 662-754-3682 |



BCCAA MISSION

TO CONTINUE THE WAR AGAINST POVERTY;
TO SERVE FAMILIES IN THE RURAL MISSISSIPPI DELTA;
TO PROVIDE VARIOUS SERVICES AND OPPORTUNITIES
TO HELP LOW-INCOME CITIZENS
(**CHILDREN & FAMILIES**) BECOME ECONOMICALLY SELF-
SUFFICIENT.





Elnora Littleton, Executive Director

Ext. 103

Bolivar County Community Action Agency Inc. (BCCAA) is a private, nonprofit corporation chartered in the State of Mississippi, June 16, 1965, for the purpose of providing education and work assistance to low-income children, families and individuals in the Mississippi Delta, more specifically those residing in Bolivar County. BCCAA is a 50(c)(3) tax exempt organization with a twenty-one (21) member board of directors composed of equal representation from the public, private and poor sectors.

The Agency's principal activities consist of carrying out Community Action Programs through grants received from the State of Mississippi Department of Human Services, Mississippi State Department of Education and other governmental and private funding agencies.

As a leading program in the State of Mississippi, BCCAA provides a variety of services ranging from preschool childcare to a senior companion program: from being homeless to rapid re-housing, from a youth development program to a general education diploma program; and utility/rental assistance. The agency's mission is to enhance the well-being, economic independence and growth of low-income individuals and families to become self-sufficient and foster community empowerment and development.

BOLIVAR COUNTY HEAD START PRORAM (BCHP) provides a comprehensive program for children between the ages of six (6) weeks to five (5) years old. Activities are provided to allow each child's development intellectually, physically, socially, creatively and emotionally in a culturally sensitive environment. Education emphases are placed on helping children acquire development skills in language literacy, mathematics, science, physical health, creative arts and various other approaches to learning.



THE PURPOSE OF COMMUNITY ACTION

Providing holistic services to empower families and strengthen communities.

EQUAL OPPORTUNITY EMPLOYEE

Bolivar County Community Action purpose is to develop and implement through direct sponsorship or delegation, programs that meets specific needs in the major areas of health, education, housing, outreach and community food services for those bests characterized as poor in terms of economic, social, medical and/or environmental services.

To offer programs which provide self-help opportunities for the enhancement of participant's own resources, capacities and aspirations for becoming and/or remaining self-sufficient members of society; and optimal growth and development of the preschool child and their families & continued independence and self-reliance of persons 60 years of age.

To improve the quality of life of the participants served through provision of direct health services and education opportunities which are basic to primary health needs and through enhancement and support of existing health services.

To strengthen community capacities for planning and coordinating services so that local organizations and individuals can be more aware of and responsive to the local needs of the target population served.

To assist in the identification of community needs and plan strategies to meet those needs through better organization of existing services and the implementation of those services.

Serve the principal non-profit agency of Bolivar County for the solicitation of and contracting for federal funds available under the Head Start Economic Opportunity & Community Partnership Act of 1974 and other federal funds which are directed toward the low income and the problem.

**EARLY CHILDHOOD EDUCATION FAMILY SERVICES HEALTH SERVICES
FAMILY FIRST CSBG/LIHEAP DWDA/OUT OF SCHOOL MDHS/DWD
MEALS ON WHEELS RAPID RE-HOUSING SENIOR COMPANIONS**

Community Services Programs

AGING DIVISION

Program Director, Brenda Marshall

- Frozen Home Delivered Meals/Title XX & Medicaid Waiver: Meals delivered to clients' residents.
- Senior Companion: Companion service provided to home bound seniors.
- Title V/ Senior Employee: Employment service to hire seniors as site managers, transporters, etc.
- Congregate Meals Title III C-1: Meals delivered to client's residence.

YOUTH & ADULT DIVISION

Delta Workforce Development Area

Program Director, Loletta McKnight

- Provide a general education (GED) Program and other services to youth ages 18-24 that are not attending school to increase employability prospects.

COMMUNITY SERVICES

Program Director, Kizzie Miller

- Community Service Block Grant: Assistance to eligible low-income individuals to promote self-sufficiency with limited funds to assist in areas of housing, education and other needs.
- Low Income Home Energy Assistance Program: Assistance light bills, gas bills, air conditioners and other energy related needs to eligible households.
- Weatherization (WX): Assists with energy related home repairs (excludes windows, doors) to reduce heat and cooling expenses for eligible households. All intakes are done locally at BCCAA and **referred** out to Washington Warren Issaquena Sharkey Community Action Agency (WWISCAA) in Greenville, Mississippi.

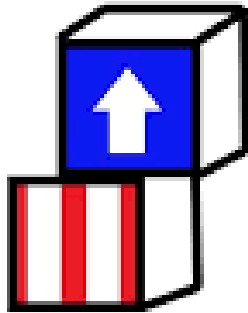
Community Services Programs

RAPID RE-HOUSING

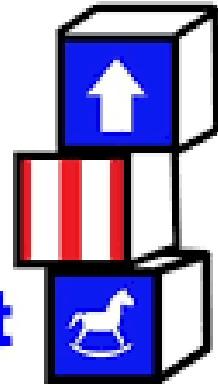
Program Director, Florida McKay

- Program provides services to homeless families.
- Provide rental assistance to assist homeless families to secure safe and affordable housing for minor children (under age of eighteen)
- Provide case management services to assist homeless families maintain safe and affordable housing and gain employable skills to aid them increasing income and life skills to maintain long term stability for the family.

BOLIVAR COUNTY COMMUNITY ACTION AGENCY



Head Start



Early Head Start

190 NORTH MARTIN LUTHER KING

CLEVELAND, MS 38732

(P) 662.846.1491

(F) 662.843.0173

WWW.CAPDIR@BOLIVARCAA.ORG

